

No S-11022/01/200/IOS/M.Acs/2014-15/
Government of India
Controller General of Accounts
Ministry of Finance, Department of Expenditure
Lok Nayak Bhawan, Khan Market,
New Delhi – 110003

Dated: 26 March 2015

Subject:- Preparation of Detailed Demands for Grants(DDG) for 2015-16 on PFMS portal

A reference is invited to this office (i) OM No S-11022/01/201/M.Ac/s/2008-09 dated 15th March 2011 and also (ii) PFMS OM No. C-13015(34)/MF.CGA/PFMS/Misc./ 2014-15/2095-2127 dated 3rd March 2015 regarding use of Public Financial Management System (PFMS) for all payments from 1st April 2015 and OM.No. MF-CGA/Digitisation/2015/001/2325 dated 24th March 2015.


In pursuance to the OM No (ii), an improved online version of e-ddg module, named **“Budget Module”** has been developed and deployed in **PFMS portal** and ready for use. There are no major changes in the compilation method of DDG from the present e-ddg module. (Detailed process of compilation of DDG on Budget Module is at Annexure-I). **The e-ddg module has been dispensed with from the financial year 2015-16.**

As per proposed procedure for process and payments, all expenditure needs to be carried out on the basis of Sanctions, as in the present system of Plan expenditure on PFMS portal. It is, therefore necessary that compilation of DDG on the “Budget module” need to be completed latest by 6th April 2015.

Those Controllers who are not using PFMS portal are requested to register as **“users”** by filling the online form available on PFMS portal. Prompt response will be provided for such requests.

Any support if required in the Budget Module, it is requested to contact Monthly Accounts Section of CGA office for prompt action.

This issue with the approval of Controller General of Accounts.



(Alok Kumar Verma)

Dy. Controller General of Accounts

To

- (1) All Pr.CCAs/CCAs/CAs [Excluding M/o Defence (Services), M/o Railways,] Deptt. of Posts, Deptt. of Telecom.
- (2) Joint CGA (ITD/PFMS/Accounts)
- (3) Dy. CGA (SD)
- (4) Sr.TD, NIC,
- (5) ITD for uploading on CGA website

CONTROLLER GENERAL OF ACCOUNTS
(Monthly Accounts Section)

Guidelines for compiling Detailed Demands for Grants (DDG)
for the year 2015-16 in "Budget Module" of PFMS portal

Website address:- [http:// pfms.nic.in](http://pfms.nic.in)

Users:-

There will be two types of users (i) **Maker** and (ii) **Checker**

There will be separate login ID and password for both maker and checker.

Process at the Maker-level

To begin with (i) the maker will select the appropriate Grant from the pull down menu. Select the Major Head/Sub Major Head/Minor Head.

Once a minor head is selected all the sub/detailed heads along with all the object heads which are already mapped on e-Lekha account code directory will displayed. Select the Revenue/Capital sections and voted/charged categories as the case may be. Can make **"intermediate submit"** at any stage of the data entry. However **"intermediate submit" should be** made at the end of each screen/Minor Head.

After data is completed for all the minor heads under a particular Major Head, by selecting the **"Approve DDG"** option, 'maker' can verify all the entries made in the DDG. Once satisfied with the correctness of data entry and *"if the total of the Major Head tallies with the "Demands for Grants"(DG) figure displayed at the top of the screen"*, the **"Final Submit"** button should be pressed and the data will be transferred to the checker. If any discrepancy is noticed, rectify the same and then press the option **"Final Submit"**. Once this option is applied the data will be transferred to the "Checker".

Process at the Checker-level

Once the "Checker" receives the data from the "maker", the "checker" can verify Major Head wise details on the screen with reference to the printed DDG. Once the "Checker" satisfies with the entries, he can approve the DDG - Major Head wise for onward transmission to CGA. If not satisfied he can redirect the DDG to the "Maker" for further rectification. If any discrepancies are noticed after the data is transferred to CGA, the "Checker" can make a request for major head wise redirection from CGA office through the "Request for Redirection" option. However at this stage no transaction will be allowed to take place under this particular Major Head. The process at maker and checker should be repeated and the major head data should be transferred to CGA office.

Process of redirection by CGA office:-

If a request is received from a particular checker, the major head will be redirected to the checker for rectification at their end.